

TOWN OF NEWINGTON  
BOARD OF EDUCATION ROOF REPLACEMENT PROJECT BUILDING  
COMMITTEE

SPECIAL MEETING MINUTES

December 22, 2010

TOWN HALL LOWER LEVEL CONFERENCE ROOM L103

- I. Call to Order –the meeting was called to order at 7:00 PM.
- II. Roll Call – Members present: Myra Cohen, Mike Lenares, Clarke Castelle and Dan Carson . Others present: Lou Jachimowicz, Business Administrator; and Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Charge of the Committee – Mr. Baron read the charge of the Committee as included in Newington Town Council resolution 2010-88, approved by the Town Council on August 3, 2010.
- V. Election of officers – Mrs. Cohen made a motion to nominate Mr. Carson for Committee Chairperson. Second by Mr. Castelle. The motion passed unanimously.
- VI. Design professional selection process – There is \$600,000 appropriated in the Town’s Capitol Improvement budget for 2010-11. The State is expected to provide reimbursement for roughly 52% of the project cost. State project authorization is in place for roughly twice the \$600,000 amount currently budgeted. John Wallace Middle School is the school that has the greatest need. The \$600,000 will cover part one of a two part project at Wallace Middle School. What the Town has to spend may only cover roughly 40% of what needs to be done at Wallace Middle School, based on the approximately \$15 per square foot that the Town paid for work at the High School and Kellogg Middle School roofs a few years ago. The State now wants pitched roofs, not flat roofs. If the Committee wants summer construction, a contract needs to be awarded by June 1st. This would require the Town to be out to bid by early May, after receiving the letter from the State by early April authorizing the Town to go out to bid. Mr. Jachimowicz has scheduled a Plan Completion Test (PCT) meeting with the State on March 28<sup>th</sup>. A preparatory meeting will be held before that. The PCT is the code compliance part of the review. Since the architect needs to be ready by March 28<sup>th</sup>, an architect firm

needs to be selected by the end of January in order to have enough time to complete their investigation and design. Mr. Baron distributed a draft Request for Proposals (RFP) for architectural services. It is based on earlier Requests for Proposals used to select architects for the High School and Kellogg Middle School roofs, as well as the code compliance project architect. The document will be amended to change the fee from a percentage of construction cost to a fixed dollar amount. Mr. Baron will indicate in the document where changes have been made. The response date will be changed and the PCT date is also to be added to the RFP.

- VII. Any Other Business Pertinent to the Committee – Mr. Jachimowicz noted that the State had not yet assigned a permanent project number. Mrs. Cohen noted that Robert’s Rules of Order require the Committee to have three affirmative votes in order for motions to pass, even if there are only three members present. The Committee agreed to meet again to review proposals on January 18<sup>th</sup> at 5:00 PM.
- VIII. Public Participation – None.
- IX. Committee response to public participation – None.
- X. Adjournment – the meeting adjourned at 7:32 PM.

Respectfully submitted,

*Jeff Baron*

Director of Administrative Services